## QUICK REFERENCE GUIDE

Use this procedure when a County Fee employee has leave without pay and retirement needs to know that the employee is not being paid the full salary.

PA30 IT0015

Perform this procedure record leave without pay for county fee employee.
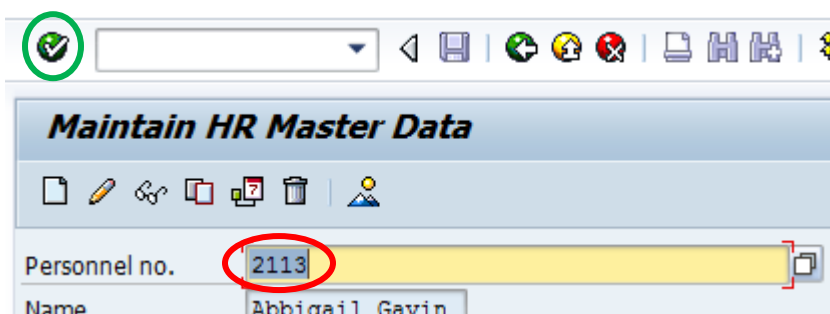
Prerequisites:

- **You must have access to the employee**
- **Must be a county fee employee**
- **Need to report leave without pay to Kentucky Retirement**
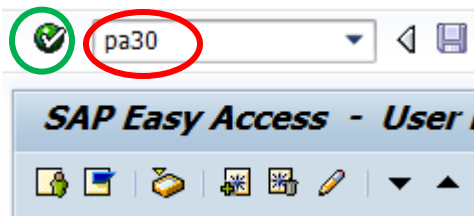
Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Enter the **PERNR** in the "Personnel no." field. Click the **green check** button. Verify the correct employee has been loaded.

Basic personal data	Payroll	Benefits	Time	Taxes

Infotype text	S..		Period
0000 Actions	✔ ▲		⦿ Period
0001 Organizational assignment	✔ ▼		From
0002 Personal data	✔		○ Today
0006 Addresses	✔		○ All
0007 Planned Working Time	✔		○ From curr.date
0008 Basic Pay	✔		○ To Current Da
0009 Bank Details	✔		○ Current Period
0019 Monitoring of Tasks	✔ ▲		Choc
0031 Reference Personnel Numbers	▼		

Direct selection

Infotype	15	STy

Enter the **15** in the "Infotype" field.

Maintain HR Master Data

Personnel no.	2113
Name	Abbigail Gavin

Select the **Create** button at the top of the screen.

Once the new IT0015 record is open, enter **9RED** in the "Wage Type" field. Next enter **1** in the "Amount" field (This doesn't represent the amount of leave without pay; it is only a trigger for the system to flag the employee for retirement). Next enter the **last day** of the pay period in the "Date of Origin field".

Once all the fields are complete select the **save** button at the top of the screen.